



Pre-Bid Conference

December 17, 2009

RFQ #600-09-601

**ENERGY COMMISSION AMERICAN RECOVERY AND
REINVESTMENT ACT: MEASUREMENT,
VERIFICATION, EVALUATION AND REPORTING**





Statement of Qualifications Requirements

STATEMENT OF QUALIFICATIONS

- Consists of Two Volumes
 - VOLUME 1 - Administrative Response
 - VOLUME 2 - Technical Response



Volume 1, Administrative Response

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Solicitation Requirements

- Darfur Contracting Act of 2008
- Contractor Certification Clauses
- DVBE Participation



DARFUR CONTRACTING ACT OF 2008 REQUIREMENTS

Attachment 2

YOUR STATEMENT OF QUALIFICATIONS WILL BE DISQUALIFIED UNLESS IT INCLUDES THIS FORM WITH EITHER PARAGRAPH # 1 OR # 2 INITIALED OR PARAGRAPH # 3 INITIALED AND CERTIFIED.

CONTRACTOR CERTIFICATION CLAUSES

Attachment 4

YOUR STATEMENT OF QUALIFICATIONS WILL BE DISQUALIFIED UNLESS IT INCLUDES THIS FORM COMPLETED AND SIGNED.



Disabled Veteran Business Enterprise (DVBE) Requirements

Proposer shall commit to meet or exceed the DVBE participation requirements by either of the following methods:

Method A1 – Proposer is a Certified DVBE

Method A2 – Subcontractor is a certified DVBE and will receive at least 3% of the Agreement amount



DVBE (cont'd)

A copy of an Agreement between the Contractor and the DVBE must be submitted prior to cost negotiations. The Agreement may be in draft form but must show that the DVBE meets the Commercially Useful Function requirements as defined in the RFQ.



DVBE Incentive Program

- **Incentive:** The DVBE Incentive Program gives a contractor an opportunity to improve their bid status based on the efforts attained from the DVBE Participation Program.
- **Award Based on High Score:** The incentive computation is only applied during the SOQ evaluation process and only to responsible Firms. The incentive amount for awards based on high score are as follows:
 - Participation of 3% - 4.99% = 1%
 - Participation of 5% or more = 2%



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Approach to Tasks in Scope of Work	
Contractor Qualifications	
Cost Minimization	
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Project Team Relevant Experience and Qualifications	
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Key Activities and Dates

ACTIVITY	ACTION DATE
Deadline for Written Questions	December 17, 2009
Distribute Questions/Answers and Addenda (if any)	December 30, 2009
Deadline to Submit SOQ by 3:00 p.m.	January 12, 2010
Discussions with Firms	January 27, 2010
Notice of Selection	February 2, 2010
Cost Negotiations	February 3 -11, 2010
Notice of Proposed Award	February 16, 2010



Contract Goals and Objectives

The contract resulting from this solicitation is for program monitoring, verification and impact evaluation services. These are related activities, as monitoring and verification of program accomplishments is necessary to evaluate program impacts. The focus of this contract is the portfolio of programs that the California Energy Commission (Energy Commission) is funding through the American Recovery and Reinvestment Act (ARRA).



Contract Goals and Objectives, (cont'd)

This solicitation seeks engineering services (at minimum two California registered electrical engineers and four California registered mechanical engineers) to monitor and physically verify the progress of ARRA award recipients. The Contractor shall visit a sample of ARRA award recipients' sites and verify their progress towards project implementation (such as ensuring that energy saving equipment is purchased, installed and properly operating) to insure that funds are used properly. In addition, engineers are needed to specify monitoring activities, equipment, calibrations, locations and metering periods. This solicitation will also be used to gain engineering support on energy use, greenhouse gas emissions and job creation/retention for the ARRA program.



Work Authorizations

The Contractor shall provide engineering services as authorized by the Commission's Contract Manager through Work Authorizations (WA). Each WA shall define the scope of work, the schedule of deliverables and the project budget for work requested by the Energy Commission. The Contractor shall begin work only when a written WA is signed by all parties. The only exception is for the preparation of the first draft Work Authorization requested by the Commission's Contract Manager. The Contractor shall prepare a draft of each WA. The Energy Commission's legal office will review the draft WA. If the legal office approves it, the Commission Contract Manager, the Commission Project Manager, the Special Projects Office Manager, and the Contractor shall sign WA.



Scope of Work

Six distinct tasks:

1. Develop an Action Plan for using engineering expertise to Monitor and Verify ARRA Program Activities and Products (approximately 5% of work effort)
2. Implementation of the Monitoring and Verification Plan (approximately 40% of work effort)
3. Develop an Action Plan for Engineering Efforts to Evaluate Energy, Peak Demand, and other impacts of ARRA Program Activities (approximately 5% of work effort)



Scope of Work (cont'd)

4. Evaluation Action Plan Implementation
(approximately 35% of work effort)
5. Annual and Final Reporting (approximately 5% of
work effort)
6. Administrative Support Services to Contract
(approximately 10% of work effort)



Questions and Answers

Question and Answer Session



Contact Information

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